

**Guest of honour presentation at “Frankfurter Buchmesse”
Attachment (1)_Info_Forum_engl
Information for the planning at Forum level 1 Saal Panorama**



For all customers,
service providers,
exhibition stand
constructors and
organisers

Please consider the following remarks for planning your presentation:

1. Parquet flooring / Hall Panorama

The parquet flooring should be protected against damages. It is not allowed to drive screws, nails or to place anchors in the hall flooring. During fairs or fair similar events the hall floor should be covered with carpet to protect the existing parquet.

If laying fitted carpets it is mandatory that only adhesive tape which does not leave any kind of backlog is being used.

2. Connections with Infrastructure facilities

Electrical-, Water-, Telecommunication-cabels and internet access cannot be distributed underneath the floor. The supply points are situated in pits (details see attachment no.4). For being flexible with the redistribution of cables, we recommend to project a false floor; it should at least be partial.

To displace cables under the carpet and to use cable ducts inside traffic routes is not allowed. Please consider also, that you will need one or more places/backrooms for the electrical sub-distribution/s.

3. Suspensions at Hall Panorama

Please find the existing suspension points and the max. load on the ceiling plan (attachment no.5). Suspensions are only allowed to be affixed to the therefore intended weight points in a vertical fashion. Informations on technical guidelines regarding suspensions can be found in the info sheet attachment no. 7 Suspensions.

4. Stand ceilings and roofing at Hall Panorama

Regulations of fire prevention regarding closed ceilings above 30 sqm can be found in the info sheet attachment no. 8 ceilings and roofing.

5. Escape routes

Please consider in your planning that the escape route width must be corresponding to the width shown in attachment no. 2, no. 3 and no. 4.

The distance between any point on an exhibition area and an exhibition hall aisle shall not exceed 20 m walking distance.

Within escape routes, height differences must be made suitable for wheelchairs or disabled people by means of ramps (max. 6% gradient). Steps are not allowed.

All areas which are marked in grey must be kept clear for evacuation at all times.

6. Different height levels of floor structures.

Trip hazards such as height differences between necessary escape routes or traffic areas and exhibition areas of the guest pavilion lead to increased risks of injury. These height differences must be provided with ramps. Especially within the entrance areas of the pavilion.

7. Stand construction and decorative materials

Stand construction materials, stairs

All stand construction and decorative materials must at least be classified as flame-retardant class B1 in accordance with DIN 4102 and/or class C s2 d2 in accordance with EN 13501-1.

Stricter requirements apply in particular for materials that are used for ceiling structures or overhead: they must not only be flame-retardant, but also must not drip while burning. This corresponds to class C s2 d0 in accordance with EN 13501-1.

For floor coverings, class C fl s1 is required.

For safety reasons, special require-ments may be imposed for load-bearing structural components in individual cases.

All stairways must comply with DIN 18065.

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Test certificates stating the classifications of the building materials employed shall be submitted in advance. In addition, samples including the corresponding certificates of the most important stand construction materials such as chipboard and MDF boards for the wall and floor construction must be submitted at least 6 weeks before the set-up begins.

All materials brought on site must be kept at a sufficient distance from ignition sources, spotlights and heat sources to ensure that they cannot be ignited.

The rear of backlit areas/walls and LED walls must remain accessible to the fire brigade without the use of tools.

Deciduous and coniferous trees may only be used if their roots are kept moist at all times. Attachments that are structurally necessary can only be made using fasteners approved for this purpose (e.g. plastic cable ties are prohibited!).

8. Foyer area

The foyer areas are no exhibition areas, they serve as traffic area only. Fire loads should be kept as low as possible. For example, an information counter with graphical backwall or backdrop and further information furniture. For these measures and their location, special permits are required in each individual case and must be applied at the Frankfurter Buchmesse and Messe Frankfurt.

9. Technical Area:

The two balconies within the Panorama hall are not designed for the permanent presence of people. Permanent workstations, such as for interpreters, lighting and AV control, shall be integrated within the stand area on Level 0 of Forum Level 1. Only Dimmer city and Amp city can be placed on the two balconies.

9. Stand approval

Please send the following dimensional drawings in appropriate scale in electronic form as pdf document in German or English:

1. Groundfloor, hall Panorama and foyer with circulation for hall Panorama and foyer separately;
2. Groundfloor/ upperfloor, scale min. 1:100
3. Ceilingplan/lighting, scale min. 1:100
4. Longitudinal section, scale min. 1:100
5. Cross-section, scale min. 1:100
6. Views, scale min. 1:100
7. Escape route plan including lengths and widths of emergency escape route(s).
8. 3D-Views

10. Proof of stability

The stability of special constructions as stated in the Technical Guidelines must be verified by a proofed/checked structural statics or an inspection book. Based on the calculation there will be inspections on site by the Messe Frankfurt inspection / test engineer.

You will find further important information on the data sheet Technical Date on Forum (attachment no.6).

The Technical Guidelines of Messe Frankfurt in the current issue must be followed.

Please pass all mentioned information and drawing documentation to your designer and booth builder. Furthermore we recommend to familiarise the designer and the booth builder with the situation on site as early as possible.

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For further information please contact the team “Frankfurter Buchmesse” Simone Bühler, Karina Goldberg

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